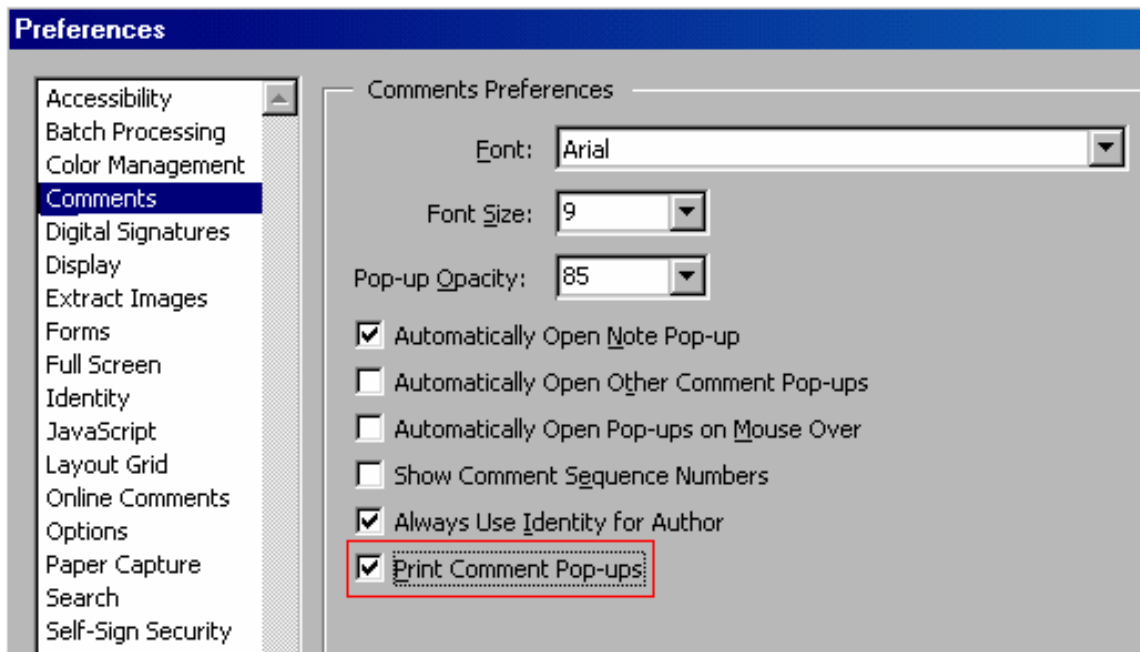




General Printing of Orders

To ensure the printing of a judge's signature in an order (PDF), the following steps must be taken if using version 5, 6 or 7 of Adobe Acrobat.

For users of Adobe Acrobat 5.0, the following steps must be taken. Select Edit, Preferences, General and select Comments. Click or place a check next to the Print Comment Pop-Ups and select the OK button.



In Adobe Acrobat 6, after the order is displayed on your screen, click print and the print dialog box appears. Near the bottom of the box, change the Print What selection to Documents and Comments. Click OK to start printing.

Print [?] [X]

Printer:
Name: Adobe PDF [v]
Status: Default printer; Ready
Type: Adobe PDF Converter
[Properties]
☐ Print to file

Print Range:
☒ All
☐ Current view
☐ Current page
☐ Pages from: 1 to: 1
Subset: All pages in range [v] ☐ Reverse pages

Page Handling:
Copies: 1 [v]
Page Scaling: Shrink large pages [v]
☒ Auto-Rotate and Center
☐ Choose Paper Source by PDF page size

Print What: Document and comments [v]

Printing Tips [v] [Advanced]

Preview:
8.5
11
Units: Inches Zoom: 100%

United States Bankruptcy Court
Middle District of Florida, Tampa, Florida Division
Updated 8-Case Submission Procedures
(Effective immediately)

Electronic Filers should submit proposed orders through e-filing to the addresses designated below:

Cases assigned to Chief Judge Olson: [http://www.usbankruptcycourts.com/olson](#)
Cases assigned to Judge Haynes: [http://www.usbankruptcycourts.com/haynes](#)
Cases assigned to Judge Hirschman: [http://www.usbankruptcycourts.com/hirschman](#)
Cases assigned to Judge Kelly: [http://www.usbankruptcycourts.com/kelly](#)
Cases assigned to Judge Phillips: [http://www.usbankruptcycourts.com/phillips](#)
Cases assigned to TOL: [http://www.usbankruptcycourts.com/tol](#)

In addition, the following guidelines should be followed. Failure to follow these guidelines will result in the return of the proposed order.

- For cases currently assigned to Judge Haynes, continue to submit proposed orders to the judge through e-filing or mail address. If the order is being submitted following a hearing, include the name of the Judge who preside at the hearing under the signature line.
- Transmitt ALL proposed orders as pdf attachments using only 12 point Times New Roman with full justified margins. Documents may be no larger than 8.5" x 11".
- Allow two (2) inches of space above the signature line for the Judge's electronic signature. Format the line as a continuous line (not "____ do of _____ 20K.")
- Provide the names and addresses of ALL parties to be served under the heading "Copies furnished to:". Do not include any service addresses for the Clerk's Office or compare.
- Title the attachment (the pdf image of the proposed order) using the case number and the name of the Order (i.e. 0:03-BK-01233-MHT Order Granting Motion to Compel).
- In the subject line of the email, include the case number (providing the office code and judge's name when available), the Order's name and the name of the order. (i.e. 0:03-BK-12333-PHC John Doe Order Granting Motion to Compel Case No.)

In Adobe Acrobat 7, after the order is displayed on your screen, click print and the print dialog box appears. Near the top right corner of the box, change the Comments and Forms to Documents and Markups. Click OK to start printing.

